

County of San Diego
New: April 2, 1993
Reviewed: Spring 2003

PUBLIC ASSISTANCE INVESTIGATOR TRAINEE	Class No. 005726
PUBLIC ASSISTANCE INVESTIGATOR I	Class No. 005727
PUBLIC ASSISTANCE INVESTIGATOR II	Class No. 005728
<u>PUBLIC ASSISTANCE INVESTIGATOR SUPERVISOR</u>	Class No. 005729

DEFINITION:

To perform a wide variety of field investigative duties relating to suspected fraudulent application for and receipt of public assistance; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in these classes are allocated only to the District Attorney's Office. Incumbents are sworn peace officers, as defined in Penal Code Section 830.35, with law enforcement duties. These classes are distinguished from the District Attorney Investigator class series in that the former focus their investigative work on public assistance fraud investigations, while the latter investigate a wide variety of criminal and civil matters.

Public Assistance Investigator Trainee: This is the trainee-level class. Under immediate supervision, incumbents acquire working knowledge of rules and regulations governing public assistance programs and perform routine public assistance fraud investigations.

Public Assistance Investigator I: This is the first, working-level class. Under general supervision, incumbents perform increasingly responsible investigative duties relating to suspected fraudulent application for and receipt of public assistance.

Public Assistance Investigator II: This is the journey-level class. Under general supervision, incumbents perform the full range of investigative duties relating to suspected fraudulent application for and receipt of public assistance, and provide technical guidance and training to subordinate Public Assistance Investigators.

Public Assistance Investigator Supervisor: This is the first-line, supervisory class. Under general direction, incumbents supervise subordinate investigators and support staff and perform the most complex and difficult public assistance fraud investigations.

EXAMPLES OF DUTIES:

Reviews public assistance applications, records, and documents to determine eligibility and to detect fraud; locates and interviews principals and witnesses; assists in internal investigations of County employees; prepares arrest and search warrants and participates in the execution of Federal, State, and local arrest and search warrants; assists in surveillance and undercover operations; assists in investigations for the Grand Jury; assists out-of-state law enforcement agencies in public assistance-related investigations; prepares reports for use in the evaluation and prosecution of fraud cases; analyzes books, records, and accounts related to public assistance case referrals; collects, compiles, provides for preservation, and analyzes factual information and evidence; prepares diagrams, charts, and scale drawings; photographs crime scenes and other items of evidence; operates electronic equipment; serves subpoenas; assists Deputy District Attorneys in arranging appearance of witnesses at trials and hearings, and in presenting evidence in court; maintains logs, records and files; and testifies in court and in administrative hearings.

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Public Assistance Investigator Supervisor: All of the duties listed above including: assigns, reviews, and evaluates the work of subordinate staff; trains subordinate investigators; reviews investigative reports; coordinates activities with other units, departments, and agencies; assists in developing and implementing policies and procedures relating to unit activities; and conducts the more complex, difficult, or sensitive investigations.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; ? = Not Applicable

Classification Level: T = Public Assistance Investigator Trainee
I = Public Assistance Investigator I
II = Public Assistance Investigator II
S = Public Assistance Investigator Supervisor

Knowledge of:

<u>T</u>	<u>I</u>	<u>II</u>	<u>S</u>	
G	T	T	T	Principles and techniques of investigation, particularly as it applies to suspected fraudulent application for and receipt of public assistance.
G	T	T	T	Principles and techniques of identification, preservation and presentation of evidence as it relates to public assistance programs.
G	T	T	T	Principles and techniques of interviewing and interrogation.
G	T	T	T	Rules and regulations governing a wide variety of public assistance programs including Aid to Families with Dependent Children, General Relief, Food Stamps, Medi-Cal, Housing Authority, County Medical Services and International Assistance/Refugee Assistance.
G	G	T	T	Rules of evidence and courtroom procedures.
G	G	T	T	Laws of arrest, and search and seizure.
?	?	G	T	Principles and techniques of supervision and training.
?	?	?	G	General Management System (GMS) in principle and practice.

Skills and Abilities to:

The following skills and abilities apply to all four classes:

- Gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and make sound recommendations.
- Interpret and apply rules and regulations governing public assistance programs.
- Obtain information through interview and interrogation.
- Prioritize and manage a caseload.
- Prepare investigative reports.
- Prepare and execute legal documents, such as subpoenas, affidavits, and warrants.
- Operate photographic, electronic, and recording equipment.
- Prepare diagrams, charts, and drawings.
- Maintain logs, records, and files.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with county staff, representatives from other agencies and the public.

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Public Assistance Investigator Supervisor (in addition to the above):

- Assign, review, and evaluate the work of subordinate staff.
- Train subordinate staff.
- Review and evaluate investigative reports.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrates possession of the knowledge and skills listed above. Examples of such education/experience are:

Public Assistance Investigator Trainee:

1. One (1) year of experience performing field investigations in law enforcement, revenue and recovery, tax collection, or in a public prosecution agency. Qualifying experience must include conducting interviews to collect and verify information; compiling and analyzing findings and data; interpreting and applying rules and regulations; and preparing reports for prosecution of cases; OR,
2. One (1) year of experience in a public social services agency determining initial and continuing eligibility for public assistance.

Public Assistance Investigator I:

1. One (1) year of investigative experience at the level of Public Assistance Investigator Trainee with the County of San Diego, or as a welfare fraud investigator in a California County; OR,
2. One (1) year of full time experience conducting criminal investigations for a law enforcement agency.

Public Assistance Investigator II:

1. One (1) year of experience at the level of a Public Assistance Investigator I with the County of San Diego; OR,
2. Two (2) years of full time experience conducting criminal investigations for a law enforcement agency.

Public Assistance Investigator Supervisor:

1. Two (2) years of journey-level experience conducting public assistance fraud investigations at the level of Public Assistance Investigator II with the County of San Diego, OR;
2. Four (4) years of full-time experience conducting criminal investigations for a law enforcement agency.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

Certificate:

Appointees in these classes are peace officers, as defined in California Penal Code Section 830.35.

Public Assistance Investigator Trainee:

All appointees must obtain a valid California specialized law enforcement P.O.S.T. certificate (340 hours) before completion of the one-year probationary period.

Public Assistance Investigator I, II, and Supervisor:

All applicants must possess either:

1. A valid California Basic or specialized law enforcement P.O.S.T certificate (340 hours) or higher; OR,
2. A certificate of completion from a Federal law enforcement academy of ten weeks or longer.

SPECIAL NOTES, LICENSES OR REQUIREMENTS (Cont.):

License:

A valid Class C California driver's license is required, or the ability to arrange transportation for field travel, at the time of appointment and must be maintained throughout employment in this class. Employees in these classes may be required to use their own personal vehicle.

Working Conditions:

Incumbents may be required to perform investigative duties and assignments during irregular work hours.

Background Investigations:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check, which may include a polygraph examination.

Medical/Psychological Examination:

Prior to appointment, candidates must be found by a licensed physician to be free from any physical, emotional, or mental conditions, which might adversely affect exercising the powers of a peace officer. Employment in these classes is contingent upon successful completion of a physical examination and a psychological evaluation.

Probationary Period:

Incumbents appointed to permanent positions in these classes shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).